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ABSTRACT

The policy statement outlines New York State standards regarding: (1) the driver's education program; (2) vehicles in the program; (3) administration, supervision, and organization of summer school programs; (4) teachers in the program; and (5) pupils in the program. A glossary defines terms and instructional objectives. Program policies pertaining to application approval, minimum time requirements, scheduling, educational television, textbooks, resource materials, simulation, motorcycle safety education, and other program considerations are dealt with. Specifics regarding summer programs include program approval, program duration, and time requirements. Policies related to teacher approval, teaching requirements, and a teacher preparation program are delineated. The concluding section specifies student qualifications regarding age, parental approval, pupils in the American Field Service Program, handicapped pupils, and reciprocity. (MW)

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driver & traffic safety education policies

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GLOSSARY

Driver and Traffic Safety Education.....A course for high school learners consisting of classroom and in-car instruction. Course objectives include:

1. prepare students with at least minimum performance capabilities for entry into the highway traffic system as vehicle operators;

2. equip students with knowledge and thought processes that will enable them to make wise decisions in situations that could lead to impaired driving performance (alcohol, drugs, fatigue, emotions, and vehicle maintenance); and

3. help students acquire the insights and motivations needed to become fully functioning operators and responsible members of the system.

Concurrent Program.....Students are enrolled in a classroom and car instruction during the same semester. It is essential that the two components of the program be well coordinated in order to provide maximum benefit to the learner.

Classroom Instruction.....Students participate for a minimum 24 hours of instruction in a learning situation to strengthen their knowledge and behavior, re: the operation of the motor vehicle.

Laboratory Instruction.....Students participate for a minimum of 24 hours of instruction in a dual-controlled vehicle to strengthen their knowledge and behavior, re: the operation of the motor vehicle.

Successful Completion.....A minimum mark of 65 in classroom instruction and 65 or better in laboratory instruction.

In-Car Instruction.....Supervised learning experiences in the driver's seat of a vehicle either on-street or on an off-street facility.

Observation Time.....Includes time spent in the vehicle other than in the driver's seat and involves group discussion and assessment of the driving task.

Simulation.....A teaching method employing both filmed programs and electromechanical devices designed to represent the driver's compartment of the automobile, through which pupils develop proper judgement and behavior responses as well as manipulative skills.

Multiple Vehicle Facility.....A teaching method utilizing an off-street area on which a number of vehicles are used simultaneously to provide laboratory instruction under the supervision of one or more teachers.

The area includes:

a. space for development of fundamental skills;

b. road surfaces wide enough for two-way and multiple lane traffic;

c. intersections, curves, and grades;

d. lane markings, signs, and grades;

e. a method of communication between teacher and students by radio, loud speaker, or other effective means.

ORGANIZATION, ADMINISTRATION, AND SUPERVISION OF DRIVER AND TRAFFIC SAFETY EDUCATION

A. Program

A1. Program Approval

. Program approval is granted to registered secondary schools. Approval remains effective as long as the program is taught by an approved teacher under the direct supervision of the school administrator, unless the school is notified to the contrary.

. Approval is extended to registered secondary schools and colleges and universities offering courses during the regular school year (see C1 for summer approval).

A2. Concurrent Program

. Pupils enrolled in traffic safety education must receive classroom and laboratory instruction concurrently.

A3. Nonpublic School Programs

. Nonpublic secondary schools and colleges and universities may enroll public high school pupils in their traffic safety education program. The enrollee may receive ½ unit of Regents credit if permission is granted by the chief administrative officer at the learner's regular school of enrollment. The school must: (1) receive written approval from the parent; (2) report the pupil's final mark to the regular school of enrollment if Regents credit is being offered and, (3) comply with all policies governing the Traffic Safety Education Policies.

. The course must be adequately supervised by the chief school administrator or his delegated representative.

A4. Board of Cooperative Educational Services

. Pupils may receive traffic safety education at the home school through a Board of Cooperative Education Services program.

A5. Commercial Cooperative Program Guidelines

. Secondary schools may contract with licensed commercial driving schools to provide laboratory driver education to pupils participating in the secondary school traffic education program.

. Classroom driver education must be taught by a certified and approved teacher employed by the registered secondary school.

. Regents credit may not be granted to pupils participating in driver education programs taught by commercial school employees.

. Local credit may, at the discretion of the school, be granted to pupils completing driver education programs taught in part by commercial school employees.

. Commercial school teachers participating in a secondary school must be licensed and approved by the New York State Department of Motor Vehicles.

. Theory (classroom) and laboratory (in-car) instruction must be provided on a concurrent basis.

. The total driver education curriculum including the sequence of lessons will be determined by the secondary school administrator or his representative.

. Each pupil must receive a minimum of 24 clock hours of laboratory instruction. No more than 90 minutes of instruction may be given during any one day.

. No more than four pupils may be enrolled in each laboratory section of driver education.

. In determining laboratory marks, consideration must be given to learner behavior and crash-avoidance potential. School administrators are encouraged to require objective and subjective analysis of individual student driving performance.

. All policies governing the organization, administration, and supervision of the traffic safety education program remain in effect.

A6. Outside Contractors

. Public and nonpublic institutions may not contract with individuals or groups to provide the traffic safety education program. The program must be under the direct organization, administration, and supervision of the school principal. A teacher may be hired either full or part time to conduct the course, and must be considered an employee of the school. Fees charged by nonpublic schools must be paid directly to the school. All costs of conducting the program must be borne and paid by the school.

A7. Approval of Application - Date of

. All applications (form 1A) for the approval of a course in traffic safety education should be submitted at least 3 weeks before the program begins.

A8. Departure from Program Approval

. A deviation from the original program approval requires the consent of the Safety Education Unit.

A9. Regents Credit

. One-half unit of Regents credit is granted to all pupils who successfully complete the traffic safety program offered by public secondary schools.

. Students regularly enrolled in a nonpublic school and who successfully complete driver education at their home school must receive ½ unit of Regents credit.

. Pupils regularly enrolled at public secondary schools and who successfully complete the program at nonpublic schools may receive ½ unit of Regents credit (A3) from their home school.

. Pupils receiving ½ unit of Regents credit must have earned a mark of 65 or better. The final mark is an average of the classroom and laboratory marks.

A10. Minimum Time Requirements

. Pupils must be in attendance for a minimum of 24 clock hours of classroom instruction and 24 hours of laboratory (in-car) instruction. Of the 24 hours in the teacher-supervised car, pupils must complete no fewer than 6 hours of actual behind-the-wheel experience.

A11. Course Completion Certificates (MV 285)

. An MV 285 certificate will be issued to all pupils who complete an approved traffic safety education program and achieve a mark of 65 or better in classroom and 65 or better in laboratory instruction.

. It is the responsibility of the school administrator to see that time requirements are met prior to issuing the completion certificates.

. A request for certificates must be submitted on the Request for Course Completion Certificates form which is obtained from the Department of Motor Vehicles, Driver Education Unit, Core 2, South Mall, Albany, New York 12228.

A12. Days of Instruction

. The traffic safety education program may not be taught on legal holidays. The program may be offered 6 days each week.

A13. Hours of Instruction

. Traffic safety education may be taught between 7:00 a.m. and 5:00 p.m. without special approval of the Safety Education Unit.

A14. Scheduling - Classroom Size

. Classroom section enrollment should not exceed 36 pupils.

. Large group instruction may be provided. Each pupil may be scheduled for up to 12 clock hours of large group instruction, with the remaining 12 hours in groups no larger than 20. This program must have the endorsement of the Safety Education Unit.

A15. Educational Television

. Educational television may be used as part of the classroom instructional period.

A16. Supplemental Materials

. Supplemental materials should be reviewed for appropriateness by the traffic safety education teacher prior to use. Particular care should be taken to protect the learners from commercialism.

A17. Text Books

. A suitable text and reference books should be available for learners in the traffic safety education program.

A18. Class Location

. Classes must originate and terminate at the approved high school, college, or university.

A19. Scheduling - In-Car Instruction

. A maximum of four pupils may be scheduled for in-car instruction per period.

A20. Simulation

. Special approval from the Safety Education Unit is required when simulation equipment is utilized. Learners enrolled in a driver and traffic safety education course in which simulators are utilized may receive up to 12 hours of simulation on a substitute basis for 12 of the 24 hours of laboratory (in-car) time. Each pupil must receive a minimum of 12 hours in the teacher-supervised dual-controlled vehicle.

A21. Multiple-Vehicle Facility

. When a multiple-vehicle facility is utilized in the program, each enrolled pupil may receive up to 12 hours on the range, two pupils per vehicle as a substitute for 12 hours of actual on-road practice driving. Each pupil must receive a minimum of 12 hours in the dual-controlled vehicle with an approved teacher.

A22. Traffic Safety Motorcycle Operators Education Program

. Motorcycle Operator Education may be included as a part of the traffic safety education program. Learner needs should determine the degree to which the program is implemented.

. The program must consist of a minimum of twenty-four (24) hours of traditional classroom traffic safety education, two (2) hours of classroom motorcycle operator education, four (4) hours of laboratory behind-the-wheel (four-wheeled) instruction, twelve (12) hours of laboratory in-car observation, and six (6) hours of on-cycle instruction.

B. Vehicles in the Program

B1. Vehicle Condition

. The automobile used for traffic safety eudcation must be maintained in sound mechanical condition. If possible the vehicle should be garaged to minimize vandalism.

B2. Identification

. Automobiles used in the high school traffic safety education program should carry signs identifying the vehicle as the school driver education car.

B3. Vehicle Use

. A dealer-loaned vehicle may be used only for instruction in driver and traffic safety education. Use of the dealer-loaned vehicle for purposes other than driver education instruction will negate the letter of participation, and result in the recall of the vehicle by the manufacturer.

. School-owned traffic safety education vehicles may be used for other school activities provided all identifying driver and traffic safety education signs are removed or covered.

B4. Vehicle Safety Package

. The traffic safety education vehicle should be equipped to provide the four pupils and teacher with maximum protection. The habitual use of the available safety equipment by all the occupants is essential. The vehicle must be equipped with the following safety equipment:

- Dual-Controls
- Left and Right Exterior Mirrors
- Interior Mirror for Teacher
- Flares
- Fire Extinguisher
- First Aid Kit

C. Administration, Supervision, and Organization of Summer School Programs

C1. Program Approval

. Summer session programs require annual approval on an application provided by the Bureau of Secondary School Supervision.

C2. Limited Summer Program

. Limited summer school traffic safety education programs may only register pupils that are regularly enrolled in the approved school.

C3. Program Duration

. The summer school traffic safety education program must be in session for a minimum of 30 days, exclusive of registration and final examination.

C4. Time Requirements

. The summer school traffic safety education program must provide each pupil with a minimum total of 24 hours of classroom instruction and 24 hours of laboratory (in-car) instruction, exclusive of registration and final examination.

D. Teachers in the Program

D1. Teacher Approval

. Approval to teach traffic safety education in all secondary schools of New York State is issued to qualified applicants (see D2.) who hold secondary certification from the New York State Education Department or who hold a New York City secondary school teachers' license (valid for New York City only).

. Applicants who desire approval to teach traffic safety education in nonpublic secondary schools only and who are recommended by the school principal, are granted "nonpublic schools only" approval. Secondary certification is not required.

. Approval to teach is granted only to those who are employed by schools with established programs or programs about to be established.

D2. Requirements to Teach Traffic Safety Education

. Two categories of approval to teach secondary school traffic safety education are issued -- provisional and permanent.

. Approval on a provisional basis is for a period of up to 3 years. Requirements for approval is as follows:

. Certification as a secondary school teacher in New York State;

. Present evidence of having satisfactorily completed a registered, minimum 4 credit-hour preservice teacher preparation program within the 3 years immediately preceding application.

. Have had at least 2 years' experience as a licensed driver.

. Have an acceptable driving record as determined by the Department of Motor Vehicles.

. Applicants for provisional approval must submit the application no more than 5 years following the completion of the course.

. The provisional approval will be terminated at the end of 3 years, unless the teacher has been approved on a permanent basis. It will be the responsibility of the teacher to apply to the Safety Education Unit for permanent approval.

. Permanent approval. During the 3 years immediately following the issuance of the provisional approval, the applicant is required to complete an additional 2 credit-hours in a registered inservice preparation program.

D3. Teacher Preparation Program

. The teacher preparation program for traffic safety education teachers must be offered by an accredited teacher preparation institution that is approved by the State Education Department. Minimal criteria include: (1) a teacher who holds a master's degree, or equivalent, in safety education, (2) adequate facilities and equipment to provide the teacher candidates with meaningful educational experiences, (3) a curriculum approved by the Safety Education Unit.

E. Pupils in the Program

E1. Age

. Pupils who are 16 years of age on or before September 15 in the fall semester, February 2 in the spring semester, and July 1 in the summer session are eligible for enrollment.

E2. Parental Approval

. Schools must obtain the written consent of parents or guardians before enrolling a pupil in the program. This consent does not release the teacher or the school authorities from responsibility, but it does assure them that the pupils are entering the program with the approval of their parents.

E3. Pupils in the American Field Service Program

. American Field Service pupils may participate in classroom instruction only.

E4. Handicapped Pupils

. Pupils having physical or mental handicaps that would not interfere with the safe operation of an automobile should be encouraged to enroll in the traffic safety program. Questionable cases should be referred to the school district physician. Driver controls for the handicapped are available.

E5. Reciprocity

. Pupils enrolled in a New York State high school who have successfully completed a driver education program in another state may be eligible to receive a driver education completion certificate. A certificate of completion should be requested by the high school principal for pupils who completed a minimum program described in the following:

. The program that the pupil completed must have been approved by the State Department of Education;

. The program the pupil completed must have been taught by teachers with special preparation in traffic safety education;

. The pupil must have had 24 or more hours of classroom instruction;

. The pupil must have had 24 or more hours of in-car instruction;

. Completion certificates for out-of-school youth may not be requested. These persons may obtain a completion certificate by completing form MV 285.1 (New York State Department of Motor Vehicles). The form should then be mailed to the New York State Education Department, Safety Education Unit.